

## **MOTEL DESK CLERK INSTRUCTIONS (7500)**

**(Revised 1996)**

The following instructions are to be followed when the Department of Forestry (CDF) "fire-going" personnel are assigned to a motel. If you have any questions concerning the following policies, please contact the CDF Motel Manager at the Incident Base from which the personnel are assigned. If this contact cannot be made, then contact the nearest CDF Headquarters. Phone numbers are attached.

### **INSTRUCTIONS**

#### ***REGISTRATION:***

All agency personnel must register daily at the front desk by employee name and room number.

#### ***CDF LIABILITY:***

CDF is only responsible for payment of the room.

#### ***MOTEL RESPONSIBILITY:***

CDF is not liable for charges made to the room such as phone calls, movie rentals, room service, etc. Such charges are the responsibility of the employee assigned to the room. CDF will NOT pay for any charges other than the room rental.

#### ***ROOM CLEANING:***

All rooms are rented on a 24-hour basis. Clean linen will be required between room assignments. CDF employees will be responsible for changing the linen between the shift changes. Complete room cleaning is required only once during a 24-hour period.

#### ***MAINTAIN KEY CONTROL:***

All room keys are to be collected by the front desk as individual room vacancies occur. This will normally be twice a day.

#### ***FRONT DESK STAFFING:***

Shift changes normally occur between 7:00 a.m. and 9:00 a.m. and 7:00 p.m. to 9:00 p.m. Please staff your front desk to accommodate the shift change.

#### ***COMMUNICATION WITH CDF:***

Contact the CDF motel manager at the incident base daily to confirm or cancel rooms and verify personnel occupancy.

#### ***DAILY ROOM ROSTERS:***

Payment will be made by a subpurchase order which requires an itemized listing of personnel by date and room number. It is very important that these rosters be maintained in order to verify billings.

#### ***CAUTION:***

It is the responsibility of the motel to collect from the employee all charges to the room and any fees not included in the room rate.

#### ***PAYMENT:***

Following the above instructions will facilitate the payment to the motel of monies due.

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME  
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